



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

Indianapolis Field Office  
(040)

E J Bean Center  
Federal Building  
8899 E 56<sup>th</sup> St., Room  
113D  
Indianapolis, Indiana  
46249

Phone: 317-510-7226  
FAX: 317-510-5684

Dear Retailer:

Thank you for your interest in the Food Stamp Program!

To participate, you must review the enclosed materials and submit a complete application form, including all required documentation. **Incomplete applications will be returned and will delay your participation in the Food Stamp Program.**

To complete your application, you must:

- Meet the basic eligibility criteria (refer to *Retail Store Eligibility* sheet),
- Completely fill out an application form, and
- Provide the required documentation (refer to *Application Checklist*).

Your field office has 45 days to approve or deny your application, once your application is complete. As part of the approval process, you may be required to review training materials provided by your field office. **You cannot accept Food Stamp benefits until your store has been approved under your ownership.**

As part of the approval process, a USDA representative or private contractor may visit your store to make sure the store is eligible to participate in the Food Stamp Program. The USDA representative or contractor should present photo identification and will look around your store. Private contractors must ask for written consent before looking at your store. The representative or contractor may take pictures, sketch the layout of the store, and look at your inventory. If your application is denied because your store does not meet the eligibility criteria, you must wait six months before you can submit a new application.

Follow the instructions on the next page to turn in your application to your field office. If you have any questions, please contact us or get more information from the USDA website at [www.fns.usda.gov/fsp](http://www.fns.usda.gov/fsp) by clicking on "Retailers."

We look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Robin D. Masters".

Robin D. Masters  
Field Office  
Officer-in-Charge

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410

-OVER-

**Your completed application along with the required documentation must be mailed to the following address:**

USDA – Food & Nutrition Service  
E. J. Bean Center Federal Building  
8899 E 56<sup>th</sup> St., Room 113D  
Indianapolis, IN 46249

If your application is approved you will be provided training materials which should be reviewed by all store personnel responsible for accepting food stamp benefits from customers. This will ensure your firm's compliance with all program regulations. Written training materials are available in the following languages: English, Spanish, Korean, Chinese, Arabic, Russian, and Vietnamese. Also available are video training materials in either VHS or CD-Rom format and are currently available in three languages: English, Korean, and Spanish.

If you require training materials other than in English and VHS format, please attach a note to the front of the application as to which language(s) you want the written materials in and which format and language(s) you require for the video training.

Copies of photo ID's and social security cards, which must be provided for all owner(s), must be clearly readable by field office staff.

Thank you